



JOB SPECIFICATION

Code 19020

Grade EX 2

POLICE CHIEF

General Purpose

Under administrative direction, manage, direct and control police department operations and related functions through subordinate assistant and deputy chiefs to protect lives and property, cooperate with federal, state and local law enforcement agencies as necessary, serve on the city administrative management team.

Typical Duties:

Plan, organize, control and provide overall direction of police department administrative operations. Involves: Strategic planning, developing and reviewing policies and procedures for approval, enforcing laws, codes and ordinances to preserve public order. Advise the City administration regarding public safety issues, establish work priorities, monitor work progress, review funding requests, develop and monitor departmental operating and capital improvement budgets. Provide overall direction of ancillary administrative functions including evidence, payroll and record keeping, approve purchases and expenditures.

Review and evaluate service delivery methods and systems including administrative, control and disaster preparedness or emergency response services, systems and internal relationships. Involves: Identify opportunities for service improvement and recommend improvement to systems and standard operating procedures to enhance operations, efficiency and service to the community. Plan, organize and control uniform services, investigations, tactical response, communications, community relations/educational programs and other law enforcement related services. Utilize reliable research and technical data in making staff presentations to the City Council, Mayor and City Manager.

Respond to and resolve sensitive and complex inquiries and complaints including requests of the Ci Manager , Mayor, Council and citizens for information and interpretation. Represent the City at various meetings and conferences and interact with a wide range of officials, regulatory agencies, other department directors, union officials, employees and the public. Attend staff, task force and special meetings as part of City management team. Interact with police officer union representatives and ensure compliance with the collective bargaining agreement.

Provide administrative direction and supervise professional and support staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinates' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. As an appointing authority, supervise the selection of new applicants; approve hiring, termination, transfers, discipline, merit pay or other employee status changes. Review results of investigations concerning alleged misconduct, impose and defend appeals of disciplinary action. Participate as a management representative in the collective bargaining process. Enforce personnel rules and regulations, work behavior and standards of conduct firmly and impartially.

Perform other administrative and managerial duties as required.



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Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of modern law enforcement, public safety and investigative practices, tactics, policies and procedures including federal, state and local laws, regulations, rules and ordinances applicable to law enforcement operations.
- Application of considerable knowledge of organizational and management principles, practices and techniques, budgeting and fiscal administration policies and practices.
- Application of good knowledge of supervisory techniques, pertinent federal, state and local rules and regulations related to human resource management and customer service/public relations practices and procedures.
- Application of some knowledge of computer hardware and software pertinent to law enforcement and administrative tasks.
- Interpretation of oral, written, mathematical, technical information and data dealing with complex variables to identify, analyze and solve managerial problems of considerable difficulty.
- Analyze complex financial and technical data and information for operational assessment and reporting.
- Establish and maintain effective working relationships with officials, managers, other law enforcement agencies, employees and the general public.
- Clear, concise and persuasive oral and written communication to develop and present reports to management.

Other Job Characteristics

- May work extended hours as an executive reporting to the City Manager.
- On-call twenty-four (24) hours, may respond to and/or take command of disasters or major emergencies.
- Considerable public speaking and interaction with others outside the organization.
- Mobility in the field and within an office environment.
- Residency within the City of El Paso city limits required by the date of employment.

Minimum Qualifications

Education and Experience: A Bachelor's degree in criminal justice, business or public administration or a related field, and ten (10) years police operations which included (6) years in a third level police supervisory position such as Captain or Commander.

Incumbents in an executive level job class will not be required to meet the educational requirements of his/her respective job class provided that the incumbent was permanently employed in the respective job class on June 2006. All employees hired into an executive level position after June 2006 are required to meet the educational requirement of the respective job class.



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Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Certification as a peace officer by the Texas Commission on Law Enforcement Standards and Training required by time of appointment. Must maintain all licenses and certifications throughout the course of employment.